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10 December 1953

CONFIDENTIAL

MEMORANDUM FOR: Director of Training

SUBJECT: Weekly Report #49
Assessment and Evaluation Staff
2-8 December 1953

I. NEW ACTIVITIES

1. Office of the Chief

a. Arrangements have been made among the Personnel Procurement Division, [redacted] and A & E concerning out-of-town testing of JOT candidates. Selected recruiters will be trained by the A & E Staff to administer the test battery. Two recruiters have already been trained.

b. [redacted] joined the staff during the period. [redacted] will work with the Research Branch, and [redacted]

[redacted]
for pre-employment interviewing. While he is very much interested, he would not consider coming for less than a GS-14. There is no such slot available for him.

2. Training Evaluation Branch

a. Work began with [redacted] to improve the training evaluation for the instructor training course.

b. The OTR regulation governing training evaluation procedures, together with a first implementing memorandum, has been prepared and distributed for comment.

c. Training evaluation reports for the following courses were disseminated during the week:

| | | |
|--------------------|----|------------|
| BIC(GS) #5 | 56 | (18 memos) |
| Clerical Induction | 34 | |
| Clerical Training | 45 | |

d. A meeting was held with [redacted] Chief, Specialized Training Division, to discuss the training evaluations in the advanced courses. A series of meetings with the chief instructors of the advanced courses is being planned for January.

e. A meeting was held with [redacted] to discuss a testing program for the Intermediate Course. A standardized test will be administered.

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- 2 - CONFIDENTIAL



3. Research Branch

a. Preparations have been completed for the recording and reporting of men's EOD test scores in single-digit standard scores to facilitate comparisons among individuals and among tests and to make statistical processing more rapid and more economical. Similar procedures for women's scores will be instituted as soon as we have the necessary data on a sufficiently large number of EOD women.

4. Statistics: Assessment and Research Branches

| | |
|---|----|
| a. Assessment cases scheduled for the week | 4 |
| b. Assessments performed | 4 |
| c. Assessment cases written | 4 |
| d. Assessment cases to be written | 9* |
| e. Professional trainee (JOT) tests administered | 0 |
| f. Language tests administered | 2 |
| g. Cases scheduled for the future: | |
| Assessment | 7 |
| JOT | 3 |
| Language | 3 |
| h. Pre-training and EOD test batteries administered | 21 |

*5 JOT's.

 
Assessment and Evaluation Staff

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